

## To Purchase a Course

<http://edu.joelsduhlinc.com>

1. Login using the Registered User Login.
2. This will bring you to your Student Dashboard. Click on the link To Order a Course:



3. On the bottom of the Main Education page, choose the state in which you live or are licensed. **Next, be sure to click Update License State.** Then click on the red Continue button at the bottom of the screen.
4. Review the Course Menu and choose a course. Clicking on a course will display the Course Description, Learning Objectives, AAPC Credit information, Author information, and System Requirements.
5. When you have chosen the Course you wish to purchase, click the red Continue button at the bottom of the page. This will take you to the Order page:



6. Enter your credit card information and click Process Payment:



7. You will receive a confirmation when your payment has been approved:



8. Click the Go to Dashboard button. Your Course will now appear on your Dashboard page:

The screenshot shows the 'Orders' section on the dashboard. It contains a table with the following data:

Order / Course Sessions	Current Stage	Next Action
Preventive Medicine Coding	Course Not Started	<a href="#">Begin Course</a>

Click Begin Course.

9. This will load your course, along with a menu where you can review the Description, Objectives, and Author information. Click on the final menu option, Course Material:



Be sure to save or print the presentation and all of the handouts before starting the video. You will need these while watching the video.

10. You may watch the video as many times as you need to before you take the final exam, but once you have taken the exam you will not be able to watch the video again. You will only be able to refer to your notes and the printed material. You will be able to take the exam as many times as it takes for you to pass with a score of 70% or better.
11. Next, complete the evaluation. After completing the evaluation you will be able to print your certificate.

**Please do not hesitate to call us at (866) 444-6276 if you have any questions or concerns.  
Choose ext. 501 to speak with Robin or ext. 502 to speak with Rhonda.**